



July 15, 2010

*Corridor Tenant*  
*Address*  
*City, State Zip*

Если вам необходимо перевести этот документ на русский язык, пожалуйста обращайтесь к Алле Копасовой, по телефону 1-800-558-5151

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Si necesita este documento para ser traducido, por favor póngase en contacto con Sra. Maureen Loza en 1-800-558-5151.

Re: Request for Meeting to Discuss Settlement Agreement  
Opportunity to Purchase Home Program

Dear *Corridor Tenant*:

As City Manager of the City of Hayward, I would like to thank you for your patience as the legal and legislative matters have been resolved around the 238 Corridor properties. I appreciate that we have all worked together to reach an agreement that allows you as tenants and our community to move forward. Through your participation at various meetings these last few years and through the goodwill of all parties, we have been able to agree upon Lump Sum Stipends (LSS) for households in the Corridor and to create what is now called the Opportunity to Purchase Home Program (OPHP).

The LSS is a direct payment to your household that can be taken directly or used to participate in the OPHP. The OPHP is a program that may provide you with additional assistance to purchase the home you are living in or another home in the Corridor or elsewhere in the City of Hayward. We are eager to assist you in determining exactly how you might benefit from the 238 Settlement Agreement. The first step toward this goal is for you to meet with one of our team members in the next few weeks. These team members will sit down with you in your home to explain the program and gather the required information from you.

The City has hired Associated Right of Way Services, Inc. (AR/WS) to meet with you and to help you assess the levels of benefits or assistance for which you may be eligible. The meeting should take no more than 30 to 45 minutes. When meeting with AR/WS, it is very important that you bring copies of the following documentation to the meeting:

1. A list of all persons living in your home and documentation that the home is their primary residence. Documentation may include multiple sources such as
  - a. Government Identification Cards or Driver's Licenses
  - b. Government correspondence showing date and address
  - c. Utility bills or other correspondence showing date and address
  - d. School Registration showing date and address

**Office of the City Manager**

777 B Street • Hayward • CA • 94541-5007  
Tel: 510-583-4300 • Fax: 510-583-3601 • Website: [www.hayward-ca.gov](http://www.hayward-ca.gov)

2. Income documentation for all persons living in the home. A 2009 Tax Return is the most preferred documentation. Please provide additional information to support your 2009 Tax return such as
  - a. The last two paystubs from employment
  - b. Recent documentation of income from government assistance
3. Documentation of any Housing Assistance that you are receiving.

It is very important that you have all of the requested documentation available at the meeting. Without that, any payment due you or any opportunity to purchase a home may be severely delayed. I understand that the information we are collecting is sensitive and private. I assure you that the information you provide our team will only be used to determine your potential benefits under the 238 Settlement Agreement.

**Please call Ms. Roxanne Sanchez at AR/WS to schedule a time to meet with our team member in your home.**



**Ms. Roxanne Sanchez**  
Associated Right of Way Services, Inc.  
2300 Contra Costa Boulevard, Suite 525  
Pleasant Hill, CA 94523  
(800) 558-5151 • (925) 691-6505 *fax*  
[rsanchez@arws.com](mailto:rsanchez@arws.com)

**I would also like to invite you to a tenant meeting on Wednesday, July 28, 2010 at 6:30 p.m. The meeting will be held at Hayward High School at 1633 East Avenue in Hayward. We would like to introduce you to the team from AR/WS and give you an opportunity to learn more about the program.**

I appreciate your continued cooperation as we determine how your household can benefit from this program. If you have any questions at all, please call Ms. Sanchez. If you are uncertain whether or how you should respond to this letter, feel free to contact Steve Ronfeldt, Esq. at The Public Interest Law Project at (510) 891-9794, extension 127 or Peder Thoreen, Esq. at Altshuler, Berzon LLP at (415) 421-7151.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frances David', is located below the word 'Sincerely,'.

Frances David  
City Manager

cc: R. A. Macpherson, Deputy District Director, Right of Way, California Department of Transportation  
Steve Ronfeldt, Esq. Public Interest Law Project